



BONNEVILLE POWER ADMINISTRATION DETAIL OPPORTUNITY

INTEREST ANNOUNCEMENT BPA-26-IA-TPCC-025

Public Utilities Specialist (Contracts)

For Classified Position J07312 GS-1130-13

Pay Range: \$114,684 – \$149,091)

Term Length: Full-time for 120 days

Number of Vacancies: 1

OPENS: 02/12/2026

CLOSES: 02/21/2026

POSITION LOCATION: This position is located in the Bonneville Power Administration (BPA), Contract Administration (TPCC), Customer Service Engineering (TPC) Planning and Asset Management (TP), Transmission Services (T). Duty station: Vancouver, WA

WHO MAY APPLY: Any Bonneville Power Administration employees with current competitive career/career conditional status currently at the GS-13 or equivalent grade level. This is a non-competitive detail, not-to-exceed (NTE) 120 days. Employees will need to confirm they have their supervisor's approval when applying for the non-competitive detail.

Employees who have non-competitively served a total of 120 days in a temporary promotion or detail to a higher grade within the preceding 12 months are not eligible for a higher-graded opportunity.

Contact Pearl Phadungcharoen at pkphadungcharoen@bpa.gov if you have questions regarding your eligibility.

NOTES:

Selection from this announcement is subject to the requirements of applicable personnel regulations, policies, and BPA HR Directives.

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the detail may be made for a period up to one year, in 120-day increments. When appropriate, details may be extended for an additional year, in 120-day increments.
- When an employee holds a lower graded position or is in a position with lower-graded promotion potential than the position of interest, he/she is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period. The action may be processed as a detail or non-competitive temporary promotion at management's discretion. Employees selected for a non-competitive temporary promotion must meet time in grade, experience, and any minimum education requirements specified under Specialized Experience Requirements below. Those who do not meet the time in grade or qualifications requirement(s) may be eligible to accrue experience during a detail. Non-competitive temporary promotions or details to a higher grade may not be extended or made permanent.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the temporary promotion or detail opportunity.
- Temporary promotions and details may be terminated at any time based on the needs of management.
- Multiple selections may be made from this interest announcement to fill the position on a rotational basis.

GENERAL INFORMATION:

The individual selected will report to the Supervisory Public Utilities Specialist (Contracts), Tonya Van Cleave.

The purpose of this position is to manage customer interconnection requests submitted through BPA's OATT queue; manage non-OATT requests for new or upgraded transmission facilities, and develop and administer contracts between BPA and its external customers.

DUTIES:

- Provide guidance involving subject matters areas within compliance and contract administration; oversees Transmission Business Practices related to assigned processes; develop and recommend updates when process deficiencies are identified.
- Serve as subject matter expert for assigned processes under OMB Circular A-123; responsible for ensuring adequate internal controls are in place to mitigate financial risk to the Agency.
- Develop, manage and communicate internal procedures for assigned processes.
- Provide leadership within the group by proactively identifying areas of weakness in processes and procedures, places where standards and policies do not exist or are not being followed, and areas of work responsibility that need additional emphasis and direction.
- Facilitate and manage customer interconnection requests submitted through BPA's external interconnection queues to ensure compliance with Transmission Business Practices and OATT timelines, taking curative action when needed; provide guidance and recommendations to Account Executives to support effective interconnection queue management under the OATT.
- Develop and implement study contracts, engineering and procurement contracts and construction contracts related to LGIP and SGIP, ensuring compliance with OATT timelines, Transmission Business Practices, and the Agency Contract Management and Lifecycle Policy. This includes tracking customer payments and coordinating with other internal organizations for project work order creation.
- Perform the post-execution contract management and administration functions; including developing, maintaining and communicating contract implementation tasks, milestones and records; developing, implementing and monitoring contract amendments, associated customer payments, and work order adjustments.
- Perform quality control review of contracts and official work products and documents submitted to Manager, Account Executives and external customers for signature. Ensures technical and administrative accuracy of information contained in the documents. Conducts stakeholder review of draft and final contract actions ensuring policies that govern contract structure and processes are met. Ensure that all stakeholder reviews are documented and recorded in the Customer Contract Management (CCM) system.
- Ensure contract information, work orders, project milestones and payment information is accurately logged in CBSA and the payment tracker, and ensures project documentation is stored in the Project Web Access (PWA) SharePoint site.
- Lead and draft new contract templates through collaboration with internal organizations and in accordance with all applicable FERC, legal, and accounting guidelines and in compliance with Transmission Business Practices and the Agency Contract Management and Lifecycle Policy.
- Provide input on the requirements, development, application and maintenance of contracting and contract-related software tools (such as CCM, CDM, CBSA, PWA) relative to the centralized management of data related to management of customer contracts and the interconnection queue.
- Participate as a subject-matter expert on cross-organizational or cross-BPA review teams; collaborates on plans with other BPA organizations and communications outcomes to workgroup.

- Provide contracting and policy guidance, systems training, and expertise on assigned processes to Contract Specialists, Contract Administrators, Customer Service Engineers, Account Executives, and staff in other internal organizations as needed.
- Organize work and set priorities; determine short and long term goals and strategies to achieve them; coordinate with other organizations to accomplish goals; monitor progress and evaluates outcomes.
- Foster a collaborative team-oriented atmosphere, characterized by innovation, customer focus and continuous improvement.

SPECIALIZED EXPERIENCE REQUIREMENTS: Employees with at least one year of specialized experience at the next lower grade level (GS-12) in the Federal service may be eligible for temporary promotion.

Specialized experience for this position is defined as: 1) ability to apply and interpret the Open Access Transmission Tariff (OATT), Federal Energy Regulatory Commission (FERC) Orders, and/or other regulatory policies and compliance requirements applicable to electric utilities, power generation, and transmission systems, 2) ability to lead contract development and management by analyzing customer requirements, technical evaluations, calculations, and analyses and 3) effective communication and writing skills to build and maintain a cross-organizational business relationship and provide advisory services to management resolving complex contract issues.

HOW TO APPLY:

Complete a brief memo of interest describing your interest in this detail assignment and your relevant experience. Submit your memo and a signed Supervisory Acknowledgement statement (below) by close of business on **02/21/2026** to tmvancleave@bpa.gov . Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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I acknowledge that _____ has requested consideration for this position. I understand this temporary assignment is a detail or temporary promotion NTE 120 days.

I am willing to consider approving the detail and understand the salary, travel, lodging, M&IE costs and/or FTE for the duration of the detail will be funded by TPCC.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____